



Affiliation _____

Deanery _____

Commission _____

Chairperson _____

Who was involved? (CCW, parish, community)

What did you do? _____

When did you do it? _____

Where did you do it? _____

Why this particular activity? _____

What was the outcome? _____

‘KEYS’ Reporting Directions

Affiliation: Fill in all pertinent information. Submit completed form to the appropriate Deanery Commission Chair at the completion of project.

Deanery Commission Chair: Record the parish and number of reports on the **KEYS** Report. Use the information to prepare your commission report for deanery meetings. Send a copy of your report to the appropriate Diocesan Chair.

Use the report to give recognition to each person or affiliation during your next deanery meeting.

Diocesan: Use the reports forwarded to you in making your reports. The executive officer will need your ‘KEYS’ Report before the ODCCW board meeting begins. At that meeting you will be presenting the deanery president with the appropriate key. She, in turn, takes these back to her deanery and awards them at her next meeting.